

Model Document: Inappropriate E-mail

Subject: Meeting Canceled
Date: Tue, 3 Feb 2003 12:24:54 -0600 (PST)
From: Gene Marting <gmarting@bdsystems.com>
To: Jane Wright <jrw.waterford@omni.com>

HI JANE:
FYI, THE MEETING W/BAXTER FOR NEXT TUES IS OFF :-| I'VE TRIED 4 TIMES TO SET IT UP, BUT HE'S HARD TO PIN DOWN. OF COURSE, THIS IS AN IMPORTANT MEETING. (IOW), I'LL KEEP TRYING.

I HAVE ATTACHED A COPY OF THE POWERPOINT PRESENTATION THAT I PLAN TO USE AT THE MEETING. TAKE A LOOK AT IT & GIVE ME A HEADS UP! ;)

GENE

Meeting3.ppt

Name: Meeting3.ppt
Type: PowerPoint Document
Encoding: base64

Message is too informal to send to a client

All capital letters too hard to read

No closing or signature block

Inappropriate abbreviations

Comments about others should be avoided

Emoticons not appropriate in professional correspondence